



**ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS**

Solicitation: IFB 8600-DCM1024

Addendum No: 3

Date of Addendum: 09/10/2020

- I. This addendum incorporates the following:
- a. Deletes Pricing Submittal Sheet in its entirety and replaces with ***Pricing Submittal Sheet - Revision 1 Revised 9/10/2020;***
 - b. Deletes Scope of Work in its entirety and replaces with ***Scope of Work – Revision 1 Revised 9/10/2020;***
 - c. Extends questions due date; and
 - d. Provides responses to questions received.

II. Questions Due.

Date and Time September 14, 2020 @ 4:00 p.m.

Submission Method Email Only. The City of Austin will not accept questions after September 14, 2020.

III. Clarifications:

Q1. Some of the Units of Measure are not how those services are charged. (i.e. Videography's Unit of Measure is requested as a flat rate, but video charges by the hour.) A Flat Rate doesn't specify whether it's per hour or per day, or a whole deposition if it lasts two days?

R1: Pricing Submittal has been deleted in its entirety and replaced with Pricing Submittal Sheet - Revision 1 - Revised 9/10/2020.

Q2: What does the Extended Price mean in the category to the right of the Unit Price?

R2: Estimated Quantity X Unit Price = Extended Price

Q3: Arbitration and Mediation Services, the only option is "per party," but these, like hearings and depositions, charge at a page rate, for which no option is offered?

R3: Pricing Submittal has been deleted in its entirety and replaced with Pricing Submittal Sheet - Revision 1 - Revised 9/10/2020.

Q4: In Category 1 – Court Reporting Services, Item 1.13 requests a Unit Price for transcript to be delivered within seven calendar days. Since there is a big difference in a rate for a one-day turnaround versus a rate for seven-day turnaround, and all the turnaround days in between, might this be broken into separate items representing each of the expedited turnaround days up to the seven-day rates?

R4: Pricing Submittal has been deleted in its entirety and replaced with Pricing Submittal Sheet - Revision 1 - Revised 9/10/2020.

Q5: The instructions specify all blanks must be filled in or considered free, but what of items in Category 2 that are not offered by the reporting firm (such as portable WIFI/4G Hot Spot, realtime, etc.) and thus no rates available to fill in? Do I simply leave them blank, even though they would then be considered free, and not be obligated to provide them if requested by an attorney?

R5: Category 2 is Optional Court Reporting Services. The Legal Department may request the additional Court Reporting Services throughout the term of the Contract. Additional Information can be found in Category 2 of the Pricing Submittal Sheet - Revision 1 - Revised 9/10/2020.

- Q6: Expedited transcripts. In the previous contract it has the regular page rate, and then separately underneath the title for "Rush Rates" it requests the additional page rate. In this bid it is unclear whether the entries for "Transcript to be delivered within three calendar days" is all-inclusive of the regular rate with the expedite rate, or whether it is a page rate in addition to the regular rate?
- R6: Pricing Submittal has been deleted in its entirety and replaced with Pricing Submittal Sheet - Revision 1 - Revised 9/10/2020.

IV. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.